



DEPARTMENT OF COMMUNITY DEVELOPMENT

102 Roadrunner Drive
Sedona, AZ 86336

Tel: 928-282-1154
Fax: 928-204-7124

LDP # _____
Date Recv'd _____
Fee Received \$ _____
Initials _____

LAND DIVISION/COMBINATION PERMIT

This application is for: ☐ LAND DIVISION PERMIT ☐ LAND COMBINATION PERMIT
Application fee is **\$50.00**

Note: Complete the *Land Division/Combination Permit form* and the appropriate forms for the county in which your property is located.

In order to ensure that a minor land division or combination of land complies with applicable zoning regulations, does not create land locked parcels and does not constitute a subdivision, a Land Division/Combination Permit must be obtained prior to the combination of more than one parcel, the division of a parcel into two or three separate parcels either by recording of a contract of sale or deed of conveyance, or the split of a tax assessor parcel.

A pre-application meeting with a staff member is mandatory to determine submittal requirements.

Owner/Application Information:

Owner/Applicant Name _____ Owner? Yes ☐ No ☐

Mailing Address _____

Phone _____

Location/address of subject parcel _____

Assessor's Parcel Number(s) _____

Zoning District _____

Have you checked with your Home Owners' Association (if applicable)? Yes ☐ No ☐

Legal Description of existing property or properties (from current deed): _____

Existing access and utility easements (if applicable): _____



Attach 2 maps of appropriate scale showing property lines, boundaries, dimensions, bearings and total acreage for existing and proposed parcels. Existing site improvements including buildings, accessory structures and retaining walls should also be shown. Represent current conditions with a solid line (___) and proposed conditions with a dashed line (----).

Legal description of newly created parcel or parcels*
(Attachments may be provided)

1. Owner _____
Legal Description _____

Proposed access and utility easements _____

2. Owner _____
Legal Description _____

Proposed access and utility easements _____

3. Owner _____
Legal Description _____

Proposed access and utility easements _____

Owner(s) signature(s) _____	Date _____
_____	Date _____
_____	Date _____

** For a Land Combination Permit application, use section 1.*

FOR OFFICE USE ONLY

Received by: _____

Date: _____

DIRECTOR ACTION:

☐ Approved

LDP: _____

☐ Denied

Denial based upon the following findings:

- ☐ The parcels which would result from the land division do not conform to applicable zoning regulations.
- ☐ The division of land would result in a subdivision as defined in the City of Sedona Land Development Code.
- ☐ One or more of the resulting parcels is landlocked.

Director's Signature: _____

Date: _____



PAMELA J. PEARSALL, ASSESSOR
RONALD D. GIBBS, CHIEF DEPUTY

www.co.yavapai.az.us

1015 FAIR STREET, PRESCOTT – PHONE 928.771.3220 – FAX 928.771.3181
10 S. 6TH STREET, COTTONWOOD – PHONE 928.639.8121 – FAX 928.639.8104

Guidelines for Combinations of Parcels

1. The names of the individuals holding title on each parcel must match exactly.
2. The type of ownership on the titles must be the same. Example: either the owners hold all parcels in joint tenancy, community property, or any other type of estate or interest. If being held as tenants in common, all owners must sign. If held as a trust, owners must sign as trustees of said trust.
3. The tax districts of these parcels must be the same.
4. Approvals must be met by Planning & Zoning in the City, Town or County, whichever applies.
5. If one parcel is a lot parcel and one is a metes and bounds parcel, a letter from the homeowner's association of the subdivision approving the combination is required.
6. If the lots are from different subdivisions, letters from each homeowner's association approving the combination is required.
7. Parcels that have open agreements may be combined. If there is an agreement, both vendor and vendee must be exactly the same on all parcels, and a letter of approval must be submitted from the vendor. Example: Cattleman's Agreements
8. Parcels that are non-contiguous or separated by dedicated rights-of-way cannot be combined.
9. Owners must sign an agent authorization form if an agent is to act on their behalf.
10. Recently recorded transfers must have a conformed copy attached to the request. This does not apply to current existing parcels.
11. Property taxes must be paid in full prior to existing parcels being deleted from the tax roll.



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REQUEST FORM TO COMBINE PARCELS

I hereby request that the parcels listed below be combined into a single parcel for tax year _____.

***This request will not be processed unless you:**

1. Obtain all approvals with city and county entities.
2. Have identical ownership on the parcels to be combined.

Parcel Number(s)	Residential	Vacant	Agricultural	Commercial	Acreage
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

Will the result of this combination be used to request a permit? ☐ Yes ☐ No

OWNER'S SIGNATURE _____ Date _____

OWNER'S SIGNATURE _____ Date _____

PRINTED NAME (OWNER) _____ Date _____

AGENT* _____ Date _____

*Authorization form must be attached

Phone Number _____

Agent Phone Number _____

***NOTE:**

IF THERE IS AN ENCUMBRANCE OR DEED OF TRUST ON ANY OF THE PARCELS BEING COMBINED, IT IS YOUR RESPONSIBILITY TO NOTIFY THE LENDING INSTITUTION OF THIS CHANGE IN THE EVENT THEY ARE IMPOUNDING MONIES FOR PAYMENT OF TAXES. THIS FORM WILL NOT CHANGE ANY PREVIOUSLY RECORDED DOCUMENTS' LEGAL DESCRIPTIONS.

By signing this request you understand the original parcel numbers will have taxes due for _____. The new parcel number assigned will not have a tax bill until the _____ tax year. _____ Initial

PLANNING & ZONING CITY OR COUNTY
You must contact P&Z

APPROVALS: _____ Date _____

CHECKLIST FOR ASSESSOR'S OFFICE ONLY

- ☐ Names match exactly on parcels
- ☐ Ownership type matches on parcels
- ☐ Tax districts match on parcels
- ☐ Parcels are contiguous
- ☐ ALL Taxes must be paid in full prior to approval

Section _____ Township _____ Range _____

Subdivision _____

- ☐ Request form signed by owner
- ☐ If agent; agent authorization form

Date of approval/Initials _____

CARTOGRAPHER'S USE ONLY

New Parcel Number: _____

☐ Locator Attached

Revised 3/9/2010

PAMELA J. PEARSALL
Assessor

RONALD D. GIBBS, CAE, AAS
Chief Deputy



10 South 6th Street
Cottonwood, Arizona 86326
Phone (928) 639-8121
Fax (928) 639-8104

YAVAPAI COUNTY ASSESSOR
1015 Fair Street - Prescott, Arizona 86305
Phone (928) 771-3220
Fax (928) 771-3181
www.co.yavapai.az.us

INFORMATION SHEET FOR SPLITTING PARCELS

To split your parcel by deed:

- 1) If the property to be divided is in an unincorporated area you should contact Development Services regard splitting your parcel, 928-771-3214. If your property to be split is in an incorporated town or city you should contact the Planning / Development Services office for that municipality. From these offices you should be able to determine any regulations or requirements so your new parcels will conform to the zoning requirements.
- 2) Obtain new property descriptions for the parcel(s) you wish to split. You may wish to consult a surveyor, title company or attorney for assistance in preparing the descriptions.
- 3) Obtain the correct deed form to use to for the property division. An office supply or title company will be able to supply you with the correct deed form. To determine the way you wish to hold title consult a title company of an attorney.
- 4) Prepare the deed form by filling in the grantor and grantee information. If you are deeding the property to another party you or the entity holding title will be the grantor and the person or entity receiving the property will be the grantee. If you will be retaining the property but dividing the property you or the entity holding title will be both grantor and grantee. Signatures of the title holders will need to be notarized.
- 5) The completed deed will include the cover sheet with the grantee and grantor information and notarized signatures and one or more property descriptions. You can use one deed with multiple descriptions or several deeds with individual descriptions.
- 6) The completed document will then be recorded in the Yavapai County Records Office (928-771-3244).
- 7) If you need new Assessor's Parcel Numbers (APN) for permits obtained CONFORMED copies of the deeds from the Yavapai County Records Office and forward them to the Assessor's Cartography Division. Documents may be dropped off in Cartography any day but they will be worked on the following Thursday.

Alternative Split Method

If you received land by several property descriptions you may request that your parcel be divided into multiple parcels matching the recorded descriptions. The Yavapai Assessor's Office, Title Transfer Division will help you with a "Request to Split" sheet. The "Request to Split" sheet will be forwarded to the Assessor's Cartography Division for processing on the following Thursday

PAMELA J. PEARSALL
Assessor

RONALD D. GIBBS, CAE, AAS
Chief Deputy



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AUTHORIZATION TO SPLIT PARCELS

I, the undersigned, hereby request that parcel # _____ be split for the tax year _____ into _____ parcels as shown in Subdivision _____ Lots _____ or in Book _____ and Page _____ of official records recorded in the office of the Yavapai County Recorder. I understand that laws, ordinances and regulations of the State, Cities, and Towns may require additional information and action on my part.

Location of Existing Buildings

And/or configuration of Lots

CURRENT TITLE HOLDER (PLEASE PRINT)

OWNER'S SIGNATURE/AGENT*

DATE

* Authorization Form Must Be Attached

PHONE NUMBER

APPROVED BY

DATE

NOTE:

IF THERE IS AN ENCUMBRANCE OR DEED OF TRUST ON ANY OF THE PARCELS BEING SPLIT, IT IS YOUR RESPONSIBILITY TO NOTIFY THE LENDING INSTITUTION OF THIS CHANGE IN THE EVENT THEY ARE IMPOUNDING MONIES FOR PAYMENT OF TAXES.

FOR CARTOGRAPHERS USE ONLY



Coconino County Combination / Split Request Form

Return completed form to the Assessor or record form for your protection. If part of a County Land Division Permit, recording is required. This request will **NOT** be processed if you fail to provide legal descriptions, fail to obtain all approvals or if properties to be combined are not **exact** identical ownership.

As the owner of record you are hereby authorized to:

SPLIT ☐ **COMBINE** ☐

(All properties involved **must be of identical ownership**, according to the tax records. This form **does not** convey title.)

Check appropriate usage.

Parcel Number(s)	Residential	Vacant	Agricultural	Commercial	Rental

If improvements exist, on which newly created parcels will they be located?(please provide drawing of improvement location) _____

LEGAL DESCRIPTION(s) for newly created parcels: May provide attachments.

APPROVALS:

Planning & Zoning City or County _____ Date _____

To process this form both P&Z/Community Development and the Treasurer must have signed.

Treasurer's Office _____ Date _____

ALL taxes must be paid in full prior to approval

Owner's Signature _____ Date _____

Print Name/Title (i.e., owner, president, CEO, etc.) _____ Daytime Phone Number _____

Address for tax bill _____ City _____ State _____ Zip _____

Situs Address of Property (if available) _____